

Career and Technical Education

**Courses in Programs
2009**

CTE Spring 2009 Timeline

- May 22: Last day to request EASIER assistance with Courses in a Program
- June 1: Courses in a Program deadline
- June 1: Request for Financial Reimbursement
- June 15: Students in a Program deadline
- August 1: Financial Information deadline



District: **1111**

GO

District **1111: Career –Bound Community School District**

Career and Technical Education Program

Highlighted programs in red are not complete.

Courses in a Program DUE DATE June 1, 2009

Students in a program DUE DATE June 15, 2009

Financial Information DUE DATE August 1, 2009

Form	Status
View programs that are operational	Click here
Update/approve Courses in Program	Not complete
Update/approve Students in Program	Update/approve Courses in Program must be completed before this form can be accessed.
Update Secondary State Assistance Financial	Not complete

For Technical assistance, contact [Roger Foelske](#) by email or telephone at 515-281-4700 or contact the staff member identified as the liaison for your community college region per the directory below:

Region I	Mary Ann Adams or call (515)281-4716	Region X	Ken Maguire or call (515)281-4721
Region II	Kelli Diemer or call (515)281-3615	Region XI	Jenny Foster or call (515)281-8488
Region III	Pat Thieben or call (515)281-4707	Region XII	Pat Thieben or call (515)281-4707
Region IV	Pat Thieben or call (515)281-4707	Region XIII	Linda Berg or call (515)242-5032
Region V	Andy Wermes or call (515)281-8353	Region XIV	Linda Berg or call (515)242-5032
Region VI	Dale Gruis or call (515)281-4712	Region XV	Jeanette Thomas or call (515)281-3636
Region VII	Dale Gruis or call (515)281-4712	Region XVI	Catherine Vance or call (515)281-4722
Region IX	Fidelis Ubadiabo or call (515)281-3080		

If **programs that are operational** is not correct, contact your regional CTE consultant at the bottom of the application. You can't delete Tech Prep programs from the Community College.



Iowa Department of Education



Year: 2009 <input type="button" value="GO"/>	<input type="button" value="Go to Start Page"/>	<input type="button" value="PGM Maintenance"/>	<input type="button" value="LookUp Maintenance"/>	<input type="button" value="Partial Payment"/>	<input type="button" value="Display Status"/>	<input type="button" value="Exit"/>
<input type="button" value="Help"/>						
District: 1111 <input type="button" value="GO"/>	District: 1111: Career –Bound Community School District					

Career and Technical Education Program

Sort By: Cluster, CIP Title, School

School	Cluster	CIP Title
0109	01 Agriculture, Food and Natural Resources	AGRICULTURE 0101000000 02 02 11 02 0
0109	02 Architecture and Construction	DRAFTING AND DESIGN 1513000000 02 02 11 02 0
0109	04 Business, Management and Administration	ADMINISTRATIVE ASSISTANT/SECRETARIAL 5204010000 02 02 11 02 0
0109	10 Human Services	FAMILY AND CONSUMER SCIENCES 1901000000 02 02 11 02 0

Update/approve Courses in Program



Iowa Department of Education



Year: 2009	GO	PGM Maintenance	LookUp Maintenance	Partial Payment	Exit	Help
District: 1111	GO	District: 1111: Career –Bound Community School District				

[Go to Start Page](#)[Check Core Courses](#)

Career and Technical Education

Courses offered this year

[Approve](#)

CIP Title	CIP Code	Units to complete program
ADMINISTRATIVE ASSISTANT/SECRETARIAL	5204010000	3
AGRICULTURE	0101000000	3
DRAFTING AND DESIGN	1513000000	3
FAMILY AND CONSUMER SCIENCES	1901000000	3

All courses were found from Winter EASIER.
Gray is good.



Iowa Department of Education



District: **1111: Career –Bound Community School District**

[Return to Programs Offered this year](#)

[Start new Course Sequence](#)

Course Requirement

AGRICULTURE - 0101000000

Click "Add Course" to insert a course into this Course Sequence
Click "Edit" to change course information or add an alternative to this course

If Course found in Winter 2008 Project EASIER is No, click on the corresponding Edit button to update the record.

Course sequence 1

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2008 Project EASIER
Edit	76	Ag.Science	1	Yes
Edit	77	Animal Science	0.5	Yes
Edit	78	Plant Science	0.5	Yes
Edit	81	Horticulture I	0.5	Yes
Edit	82	Horticulture II	0.5	Yes
Copy Course Sequence		Total units in Course Sequence	3	

Course sequence 2

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2008 Project EASIER
Edit	76	Ag.Science	1	Yes
Edit	77	Animal Science	0.5	Yes
Edit	78	Plant Science	0.5	Yes

Courses **NOT** found in Winter EASIER are in **YELLOW**.
Yellow may or may not be a problem.
Examine carefully before continuing.

[Return to Programs Offered this year](#)

[Start new Course Sequence](#)

Course Requirement

DRAFTING AND DESIGN - 1513000000

Click "Add Course" to insert a course into this Course Sequence
 Click "Edit" to change course information or add an alternative to this course

If Course found in Winter 2008 Project EASIER is No, click on the corresponding Edit button to update the record.

Course sequence 1

Add Course		Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2008 Project EASIER
Edit		100	Mech. Drafting	0.5	Yes
or		101	Mech.Draft/6	0.5	No - Student data will not be generated for this course
			Units needed to meet requirement	0.5	
Edit		102	Welding	0.5	Yes
or		103	Welding/6	0.5	No - Student data will not be generated for this course
			Units needed to meet requirement	0.5	
Edit		105	Woods I	0.5	Yes
or		107	Woods I/7	0.5	No - Student data will not be generated for this course
			Units needed to meet requirement	0.5	
Edit		106	Woods II	0.5	Yes
or		108	Woods II/7	0.5	No - Student data will not be generated for this course
			Units needed to meet requirement	0.5	
Edit		99	Building Constr	1	No - Student data will not be generated for this course

Reasons for the yellow

<input type="button" value="Add Course"/>	Local Course Number	Local Course Title	Units	<input type="button" value="Delete Course Sequence"/> Course found in Winter 2008 Project EASIER
<input type="button" value="Edit"/>	100	Mech. Drafting	0.5	Yes
or	101	Mech.Draft/6	0.5	No - Student data will not be generated for this course

Was the course taught this year?

No, ignore the yellow box. It won't go away, but it is not a problem.

No students were found because no one was enrolled in the course.

Yes, the course was taught and students were enrolled.

Check the drop-down menu under Edit.

If the course name or number changed from last year, the course should be on the drop-down list. Select the course, click Update, and the **yellow** should disappear.

Please select

- 100-Mech. Drafting
- 102-Welding
- 104-Comp. Aid Draft
- 105-Woods I
- 106-Woods II
- 155-Ag Mech/IS
- 157-Web Design
- 159-Account II/IS
- 160-Web Design IS
- 242-Ag Leadership/IS
- 57-Word Proc. I
- 60-Word Proc. II
- 62-Pers. Finance
- 63-Accounting
- 66-Comp. App. I
- 67-Comp. App. II
- 76-Ag Science
- 77-Animal Science
- 78-Plant Science
- 79-Ag Mechanics
- 80-Ag. Business
- 81-Horticulture I
- 82-Horticulture II
- 84-FACS
- 86-Foods I
- 87-Foods II
- 91-Interior Design
- 92-Child Develop.
- 93-Family Living

Manually enter data

Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.

District: 3348 Name: Kingsley-Pier

When completed, select "Manually enter data"

Select course from drop down

or enter the Local Number

100

Carnegie Units

0.5

Delete

or

Select course from drop down

or enter the Local Number

101

Local Title

Mech.Draft/6

Carnegie Units

0.5

Delete

Units needed to meet requirement

0.5

IF students were enrolled in the course this year, the course is marked with a yellow message, and you can't find it on the list, contact an EASIER consultant.

- A problem exists in the data that was sent in Winter EASIER from your student information system.
- Changes to Winter EASIER cannot be made after May 22nd.
- Contact an EASIER consultant of your choice or call **(515) 242-5976**.

Known issues for which you will need to seek EASIER assistance:

- Course was taught this year but is not in the CTE drop-down list.
- A program is listed in CTE as an individual course but is a collection of individual courses, usually a career academy. (Programs should be identified by the individual courses that make up the program.)
- Incorrect Carnegie unit displayed in CTE. (You cannot fix the unit value in CTE.)

To add courses in a program or create a new sequence . . .

[Return to Programs Offered this year](#)

[Start new Course Sequence](#)

Course Requirement

ADMINISTRATIVE ASSISTANT/SECRETARIAL - 5204010000

Click "Add Course" to insert a course into this Course Sequence

Click "Edit" to change course information or add an alternative to this course

If Course found in Winter 2008 Project EASIER is No, click on the corresponding Edit button to update the record.

Course sequence 1

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2008 Project EASIER
Edit	57	Word Proc. I	0.5	Yes
or	60	Word Proc. II	0.5	Yes
		Units needed to meet requirement	1	
Edit	63	Accounting	1	Yes
or	70	Comp.Ap I/8	0.5	No - Student data will not be generated for this course
		Units needed to meet requirement	0.5	
Edit	63	Accounting	100	Yes
or	71	Comp.Ap II/8	0.5	No - Student data will not be generated for this course
		Units needed to meet requirement	0.5	
Edit	66	Comp. App. I	0.5	Yes
	Copy Course Sequence	Total units in Course Sequence	2.5	

To add a course. . .

Click Add Course.

Click "Add Course" to insert a course into this Course Sequence
Click "Edit" to change course information or add an alternative to this course

If Course found in Winter 2008 Project EASIER is No, click on the corresponding Edit button to update the record.

Course Sequence 1

<input type="button" value="Add Course"/>	Local Course Number	Local Course Title	Units	<input type="button" value="Delete Course Sequence"/>
				Course found in Winter 2008 Project EASIER
<input type="button" value="Edit"/>	60	POWER MECH	0.5	Yes
<input type="button" value="Edit"/>	73	CAREER CON	1	Yes
<input type="button" value="Edit"/>	62	AUTOMOTIVES	1	Yes
<input type="button" value="Edit"/>	61	AUTO BODY	0.5	Yes
	<input type="button" value="Copy Course Sequence"/>	Total units in Course Sequence	3	

Update

Update

Back

Click

Here

to insert an alternative to this course

When completed, click the Update Button. **You must click UPDATE to save changes...The other buttons do NOT save changes!**

Course Requirement

ADMINISTRATIVE ASSISTANT/SECRETARIAL - 5204010000

Use the drop down and select a course and click the Update Button, or for courses not included in the drop down, select "Manually enter data" in the drop down and enter the Local Number, Local Title and Carnegie Units and click the Update Button.

Drop-down

Select course from drop down

Manually enter data



Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.

or enter the Local Number

Local Title

Carnegie Units

0

- Find the course in the drop-down, if a vocational course.
- If the course is not in the drop-down list, enter the local course number, course name, and Carnegie unit as listed in your student information system.
- Click Update.

The course number and name will need to be identical to the information submitted in Winter EASIER or the course will not be found.

To create a new sequence. . .

Click **Start new Course Sequence**.



[Return to Programs Offered this year](#)

[Start new Course Sequence](#)

Course Requirement

ADMINISTRATIVE ASSISTANT/SECRETARIAL - 5204010000

Click "Add Course" to insert a course into this Course Sequence

Click "Edit" to change course information or add an alternative to this course

If Course found in Winter 2008 Project EASIER is No, click on the corresponding Edit button to update the record.

Course sequence 1

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2008 Project EASIER
Edit	57	Word Proc. I	0.5	Yes
or	60	Word Proc. II	0.5	Yes
		Units needed to meet requirement	1	
Edit	63	Accounting	1	Yes
or	70	Comp.Ap I/8	0.5	No - Student data will not be generated for this course
		Units needed to meet requirement	0.5	
Edit	63	Accounting	100	Yes
or	71	Comp.Ap II/8	0.5	No - Student data will not be generated for this course
		Units needed to meet requirement	0.5	
Edit	66	Comp. App. I	0.5	Yes
	Copy Course Sequence	Total units in Course Sequence	2.5	

Add courses as previously explained.

Click

to insert an alternative to this course

When completed, click the Update Button. **You must click UPDATE to save changes...The other buttons do NOT save changes!**

Course Requirement


ADMINISTRATIVE ASSISTANT/SECRETARIAL - 5204010000

Use the drop down and select a course and click the Update Button, or for courses not included in the drop down, select "Manually enter data" in the drop down and enter the Local Number, Local Title and Carnegie Units and click the Update Button.

Select course from drop down	<div>Manually enter data ▼</div> <p>Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.</p>	
or enter the Local Number	Local Title	Carnegie Units
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>


- Find the course in the drop-down, if a vocational course.
- If the course is not in the drop-down list, enter the local course number, course name, and Carnegie unit as listed in your student information system.
- Click Update.

To create an "or"
(student choice for fulfilling a course requirement within a program), click Edit on the course for which a choice is desired.



Edit	B255	Keyboarding	0.33	No - Student data will not be generated for this course
or	BUS102	Keyboarding	0.33	No - Student data will not be generated for this course

Then click **Here.**



Click to insert an alternative to this course
 When completed, click the Update Button. *You must click UPDATE to save changes...The other buttons do NOT save changes!*

Course Requirement
BUSINESS/OFFICE AUTOMATION/DATA ENTRY - 5204070000

Use the drop down and select a course and click the Update Button, or for courses not included in the drop down, select "Manually enter data" in the drop down and enter the Local Number, Local Title and Carnegie Units and click the Update Button.

Select course from drop down	Manually enter data <input type="button" value="v"/> Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.		
or enter the Local Number	Local Title	Carnegie Units	<input type="button" value="Delete"/>
BUS130	Car Acad	0.33	

Add the new course as previously explained.

Update Back Click [Here](#) to insert an alternative to this course
When completed, click the Update Button. **You must click UPDATE to save changes...The other buttons do NOT save changes!**

Course Requirement
BUSINESS/OFFICE AUTOMATION/DATA ENTRY - 5204070000

Use the drop down and select a course and click the Update Button, or for courses not included in the drop down, select "Manually enter data" in the drop down and enter the Local Number, Local Title and Carnegie Units and click the Update Button.

Select course from drop down	<div>Manually enter data ▼</div> <div>Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.</div>		
or enter the Local Number	Local Title	Carnegie Units	<div>Delete</div>
BUS130	Car Acad	0.33	

or

Select course from drop down	<div>Manually enter data ▼</div> <div>Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.</div>		
or enter the Local Number	Local Title	Carnegie Units	
		0	

Units needed to meet requirement

0.33

Enter the appropriate units needed to meet the requirement.
Example: If a student can choose 2 of the 3 courses, then the Units needed to meet requirement may be 1.00 units.

- Sequences must be at least 3.0 units.
- Once Courses in a Program has been approved, students will be added overnight.
- Begin looking through Students in a program by verifying the list of students and number of units completed.
- Identify concentrators, completers, and anything else that may be asked.
- Complete and approve Students in a Program BEFORE teachers leave for the summer.

Students in a Program

- For assistance from your vocational teaching staff, complete Students in a Program prior to teachers' last day of school.
- **WARNING:** Courses in yellow indicate students were not found. If this course was taught and the yellow not fixed, the students and their units will not add into total units for the students.

Edit	66	AG SALES & MKTG	0.5	No - Student data will not be generated for this course
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Students in a Program

- Contact CTE consultant to have your Courses in a Program unapproved.
- Find the course in the drop-down to update.
- Re-approve Courses in a Program.
- If the course is not in the drop-down and the current date is after May 22nd, you will need to manually edit the students' Units This Year and Total Units.

Last Name	First Name	Middle Name	Local Student Number	Units This Year	Total Units	Concentrator	Concentrator Evaluated for Technical Skill Proficiency
Wayne	John		11111	<input type="text" value="2"/>	<input type="text" value="4"/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
Duck	Donald		12002	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please contact your CTE consultant for assistance in

- Creating new sequences
- Inserting an OR between courses
- Adding a new course to a current sequence.
- Modifying a current sequence
- Redesigning a sequence because the required units to complete is limiting the rate of completion.

For Technical assistance, contact [Roger Foelske](#) by email or telephone at 515-281-4700 or contact the staff member identified as the liaison for your community college region below:

Region I	Mary Ann Adams or call (515)281-4716	Region X	Ken Maguire or call (515)281-4721
Region II	Kelli Diemer or call (515)281-3615	Region XI	Jenny Foster or call (515)281-8488
Region III	Pat Thieben or call (515)281-4707	Region XII	Pat Thieben or call (515)281-4707
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Region IX	Fidelis Ubadiobo or call (515)281-3080		